

GRANT APPLICATION



Energy Codes Training

Alabama Department of Economic and Community Affairs

Energy Division

State Energy Program

Issue Date: July 18, 2017

Application Due Date: August 29, 2017

ENERGY CODES TRAINING STATE ENERGY PROGRAM

Eligible Applicants

Eligible applicants include non-profit organizations and colleges and universities.

Applications

Each application submitted must contain one (1) original and two (2) copies.

Submission Information

All applications must be received no later than **5:00 p.m., August 29, 2017** at:

By Mail:

ADECA - Energy Division
P.O. Box 5690
Montgomery, AL 36103-5690

By Courier:

ADECA - Energy Division
Mailroom 404
401 Adams Avenue
Montgomery, AL 36104

Late and Incomplete Applications

Applications submitted after the due date will not be considered. The Energy Division reserves the right to reject any incomplete applications without review.

Questions

Questions pertaining to this Grant Application may be submitted by email or fax to Heather Goggin, Energy Program Manager, at heather.goggin@adeca.alabama.gov or (334) 242-0552.

Please keep a complete copy of your application (including a copy of all completed and signed attachments) for your records.

This 'Grant Application' does not indicate acceptance or approval of any application in response to this request. No grant or contract payment can be made until a grant agreement has been fully executed. Therefore, no work shall begin on projects selected for funding until an executed grant agreement has been received. All grant awards are contingent upon state receipt of federal funds awarded.

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PART I – FUNDING OPPORTUNITY DESCRIPTION

A. Summary

The Alabama Department of Economic and Community Affairs (ADECA) - Energy Division manages the State Energy Program (SEP) for Alabama by the authority of the U.S. Department of Energy (DOE). Each year the Energy Division develops and implements an energy efficiency plan that will reduce projected energy consumption in Alabama.

Projects under this Grant Application will be funded, in whole or in part, with funds appropriated by the SEP. The SEP is a formula grant used to promote the conservation of energy, to reduce the rate of growth of energy demand, and to reduce dependence on imported oil through the development and implementation of a comprehensive State Energy Program and the provision of Federal financial and technical assistance to States in support of such program. Accordingly, special consideration will be given to projects that promote and enhance the objectives of the SEP.

The ADECA – Energy Division is soliciting applications from qualified organizations to provide training on the statewide commercial and residential energy codes. The primary goal of the project will be to develop and provide training activities and resources as well as technical assistance targeted toward code officials, building inspectors, engineers, architects, and residential and commercial builders and subcontractors. Training will be based on the energy requirements of the version of the Alabama Energy and Residential Code (AERC) that is in effect at that time, and may include classroom training, webinars, or other types of training as appropriate and approved. Resource development may include online training modules, manuals, references, or other resources as appropriate and approved. All trainings should be approved for various appropriate Continuing Education Units (CEUs), including International Code Council (ICC) credits as appropriate.

Training and resources should address several areas. Detail level training for code officials is important; training that details what to look for on the plans and on-site is especially critical, as well as training on COMCheck and the Alabama Residential Energy Code Compliance Calculator to provide code officials with the skills to determine if the information provided by the designers is sufficient and meets all code requirements. A variety of methods could be effective in accomplishing this, including on-site field training sessions, classroom trainings, and webinars.

Some trainings which provide CEUs should be planned for the following topics: residential building and energy codes, commercial energy codes, COMCheck/the Alabama Residential Energy Code Compliance Calculator, and others as needed. For classroom training it is important to have the designers, builders, subcontractors and code officials present during the same training to allow for interaction between the different disciplines.

All training applications should include a structure for collecting and addressing evaluations from attendees, and a sample or detailed description of suggested course content.

Resource materials should support the information offered in the trainings, and expand upon it through case studies, methodology, visuals, and other means. While the specific resources to be developed will be decided in conjunction with the ADECA Energy Division and the AERC Board, the proposal should include examples and explanations of possible resources, including the applicable audience and distribution methods.

B. State Energy Program Project Goals

The mission of the State Energy Program is to provide leadership to maximize the benefits of energy efficiency and renewable energy through communications and outreach activities, technology deployment, and accessing new partnerships and resources.

The goals established for the SEP are:

1. Increase energy efficiency to reduce energy costs and consumption for consumers, businesses, and government.
2. Reduce reliance on imported energy.
3. Improve the reliability of electricity and fuel supply, and the delivery of energy services.
4. Reduce the impacts of energy production and use on the environment.

Applications submitted in response to this solicitation should, to the maximum extent feasible, incorporate the goals and objectives of the SEP. Each goal or objective area should be addressed and briefly discussed as it relates to proposed activities.

Applications should be developed with thoughtful consideration being given to the applicable quarterly and annual reporting requirements contained in Part V.

PART II – AWARD INFORMATION

A. Estimated Funding

Approximately \$25,000 is available for energy codes training and technical assistance. The Energy Division expects to make one (1) award of \$25,000.

B. Period of Performance

The Energy Division anticipates awarding the grants to begin October 1, 2017 and to terminate no later than September 30, 2018, for an amount not to exceed the amount requested by the Offeror or that which is negotiated between the selected Offeror and the Energy Division.

C. Method of Payment

Subrecipient will be paid on an advance payment basis provided that they maintain a cash management plan, demonstrate the willingness and ability to maintain both written procedures to minimize the transfer of funds and their disbursement, and financial management systems that meet the standards for fund control and accountability in accordance with 2 CFR Part 200.302 and 2 CFR Part 200.305.

All Subrecipients must register in the State of Alabama Accounting and Resource System (STAARS) Vendor Self Service (VSS) portal in order to receive payment. Subrecipients can elect to be paid via Electronic Funds Transfer (EFT) or paper check when registering.

D. Prohibited Expenditures

State Energy Program Regulation 10 CFR Part 420 does not allow expenditures or matching funds for the following:

- For construction, such as construction of mass transit systems and exclusive bus lanes, or for construction or repair of buildings or structures;
- To purchase land, a building or structure or any interest therein;
- To subsidize fares for public transportation;
- To subsidize utility rate demonstrations or state tax credits for energy conservation or renewable energy measures; or
- To conduct or purchase equipment to conduct research, development or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available.

E. Matching Funds

A 25% match is required for grants made with SEP funds and may be provided through cash and/or in-kind services.

PART III – APPLICATION CONTENTS

Each application submitted must contain one (1) original and two (2) copies of the following documents:

A. Letter of Transmittal and Commitment

The letter of transmittal must include the following:

1. A brief statement of the work to be performed
2. A statement assuring that the person signing the letter is authorized to bind the offer presented in the letter and accompanying application
3. A statement committing the applicant to provide a 25% cost match
4. The proposed dollar amount to be provided as match
5. The match amount as a percentage of award amount
6. The total cost of the project (award amount + match amount)
7. The proposed match type (cash or services)
8. The applicant's Dun and Bradstreet Universal Numbering System (DUNS) number

B. Application Narrative

The application should not exceed ten (10) pages in length. Attachments/forms are not a part of the 10-page limit. Be as concise and direct as possible by addressing key issues and information. The applicant shall submit a written narrative outlining each of the following:

1. Cover Page

Title of project, name of applicant's organization, local address, telephone number, email address, name of contact person(s), and date submitted.

2. Project Strategy / Scope of Work

Provide a detailed description of the proposed project and methodology chosen to achieve the goals of the project. Discuss how the project will be implemented and procedures will be developed. Discuss methods for engaging stakeholders/training targets and details on the process for development of the Energy Codes Training. Provide clearly defined, quantifiable and measurable task elements, with clearly stated goals and objectives.

3. Task Statement and Timeline

Outline major tasks and services to be provided. Include a timeline for task completion.

4. Applicant's Background and Experience

Give a brief description of the qualifications and experience of each staff member assigned to this project and briefly describe similar projects which your organization has developed and implemented.

C. Attachments

These attachments can be found on our website at
<http://www.adeca.alabama.gov/about/Pages/Funding-Opportunities.aspx>

Attachment A - *Project Budget*

The Project Budget should outline the expenditures for the project. Please reference Attachment "B" for a description of budget categories. Application preparation costs are not reimbursable.

Attachment B - *Budget Narrative*

The Budget Narrative should include a detailed explanation of the expenditures outlined in your Project Budget.

Attachment C - *Assurance of Compliance – Nondiscrimination in Federally Assisted Programs*

A declaration that the applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the applicant receives Federal assistance from the U.S. Department of Energy.

Attachment D - *Certifications*

This form certifies matters regarding lobbying, debarment, suspension, and other responsibility matters including a drug-free workplace.

Attachment E – *Grant Applicant Information*

The applicant must submit an Grant Applicant Information Form to properly indicate organization and contact information of the individuals involved in the project. Information should be for the eligible party receiving the award, not for a third party assisting with the application process.

Attachment F – *Certificate of Compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act –~~AND~~ E-Verify MOU*

A form entitled CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (Act 2011-535 as amended by Act 2012-491) must be submitted in addition to the following. The form must be signed, dated, and notarized.

The Beason-Hammon Alabama Taxpayer and Citizen Protection Act; Code of Alabama, Section 31-13, imposes conditions that apply to contracts, grants, or incentives by the state, any political subdivision of the state or any state-funded entity where the co-party is a "business entity or employer." This act will require selected proposers to submit a completed copy of the E-Verify Memorandum of Understanding (MOU) which is generated when the business entity or employer enrolls in that program bearing the number assigned to that MOU by Homeland Security at <https://verify.alabama.gov>.

The following clause will be included in the agreement with the selected proposer:

"By signing this contract, grant, or other agreement, the parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom."

Local governments, state agencies, state universities, two year colleges, or instrumentalities of the State are not required to submit an Immigration Compliance form or E-Verify MOU. Proposers should contact the Energy Division if there are any questions regarding this requirement.

Attachment G - State of Alabama – Disclosure Statement

Alabama Act 2001-955 requires the Vendor Disclosure Statement be completed and filed with all proposals, bids, contracts, and grant proposals to the State of Alabama in excess of \$5,000. Complete all lines as indicated. If an item does not apply, denote 'N/A' (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary. **The form must be signed, dated, and notarized.**

Attachment H – Standard Form - LLL Disclosure of Lobbying Activities

If applicable, complete Standard Form – LLL (SF-LLL). Applicability: If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative agreement, you must complete and submit SF-LLL "Disclosure Form to Report Lobbying."

Attachment I – Preliminary Risk Assessment

This form assesses the preliminary risk of each applicant. If your project is selected for potential funding, a full assessment will be required prior to a grant agreement being issued.

PART IV – APPLICATION EVALUATION

Applications shall be evaluated on the following criteria. Poor performance implementing prior Energy Division grants may disqualify potential applicants from this solicitation.

SEP Grant Application Review Sheet

Category: **Energy Codes Training**

Reviewer:

Applicant:

Date:

Requested Budget: \$

I. <u>Technical Criteria</u> (40 possible points)		Score	Possible
Extent of benefits relating to SEP goals, how well the application combines the goals and objectives, and proposes the realistic accomplishment and key components. For example, to what extent does the project increase energy efficiency and reduce energy costs and consumption for consumers and businesses?			<u>15</u>
Qualifications and experience of applicant in proposed project and experience conducting similar training programs, knowledge of energy codes, or previous performance implementing prior grants with the Energy Division.			<u>20</u>
All required documents, including transmittal letter, narrative, and attachments are completed fully and submitted in the application. <i>Energy Division has the right to reject incomplete applications without review.</i>			<u>5</u>
II. <u>Cost Criteria</u> (20 possible points)			
Budget listed in Attachments A and B for proposed project is appropriate and reasonable for project, showing required match			<u>10</u>
Cost breakdown for each proposed task is appropriate and reasonable			<u>5</u>
Degree of leveraging for proposed project above the required 25%			<u>5</u>
III. <u>Program Specific</u> (40 possible points)			
Types and number of trainings to be developed and offered (i.e., classroom, webinar, AREC Compliance Calculator/COMCheck, in-field, etc.)			<u>10</u>
Types and number of resources developed and offered			<u>10</u>
Plan to offer and provide technical assistance			<u>5</u>
Continuing Education Units (CEUs) offered			<u>5</u>
Methodology for the promotion of trainings			<u>5</u>
Plan for tracking and responding to evaluations			<u>5</u>
Total Points:			<u>100</u>

NOTES:

PART V – AWARD ADMINISTRATION INFORMATION FOR SELECTED APPLICANTS

A. Invoices

In addition to standard management and financial reporting requirements, grant recipients will be required to submit applicable supporting documentation including but not limited to contractor invoices and proof of payment. The Energy Division will provide additional information on invoice requirements for the selected application.

B. Quarterly Progress Reports

The Energy Division will provide additional information on reporting requirements for selected applications. In addition to standard management and financial reporting requirements, grant recipients will be required to submit data collected on the proposed project in quarterly program status reports including but not limited to the following information:

Technical Assistance

- Number of contacts in which energy efficiency or renewable energy measures were recommended, by sector

Workshops, Training, and Education

- Number and type of workshops, training, and education sessions held
- Number of people attending workshops, training, and education sessions
- Number of people contacted via webinar, direct mail, or other marketing/outreach efforts

Job Creation

- Number
- Type
- Duration

C. Final Report

The following information will be required in a final report as appropriate and applicable to the proposed project:

Energy Cost Savings

- Dollars Saved

Energy Savings

- Annual reduction in natural gas consumption (mmcf)
- Annual reduction in electricity consumption (MWh)
- Annual reduction in electricity demand (MW)
- Annual reduction in fuel oil consumption (gallons)
- Annual reduction in propane consumption (gallons)
- Annual reduction in gasoline and diesel fuel consumption (gallons)

Emissions Reductions

- Amount of green house gases reduced (CO2 equivalents)
- Amount of criteria air pollutants reduced (tons)

D. Other Requirements

SAM.GOV REGISTRATION

All grant award recipients are required to maintain an active registration in the System for Award Management (SAM) at <https://www.sam.gov> for the duration of the award.

APPLICABLE PROGRAM REGULATIONS

All awarded grants are subject to the applicable program regulations, including 10 CFR Part 420 – State Energy Program and the Financial Assistance Regulations, 2 CFR part 200 as amended by 2 CFR part 910.

E. Procurement

All projects receiving financial assistance must follow proper procedures as stated in 2 CFR Parts 200 and 910, applicable subparts or appendices, and the Alabama Competitive Bid and Public Works Laws. In addition, all contractors must utilize best commercial practices in obtaining subcontractors.

PART VI – OTHER INFORMATION

Right to Reject

The Energy Division reserves the right to reject any and all applications submitted and to request additional information from all applicants. The Energy Division reserves the right to award a grant on an "all or none" basis or to award a separate grant or no grant for each work element. Any grant award will be made to the organization which, in the opinion of the Energy Division, is determined to be the best qualified and whose application best meets the objectives of the Energy Division. The Energy Division reserves the right to negotiate with any applicant(s). The Energy Division reserves the right to reallocate funding for subject areas as deemed necessary. All grant awards are subject to state receipt of federal funds awarded.

PART VII – CHECKLIST & FINAL NOTES

CHECKLIST:

Item	Requirements
<input type="checkbox"/> Letter of Transmittal and Commitment <ul style="list-style-type: none"> <input type="checkbox"/> Brief statement of the work to be performed <input type="checkbox"/> Authorization statement <input type="checkbox"/> 25 percent match commitment statement <input type="checkbox"/> Proposed dollar amount to be provided as match <input type="checkbox"/> Match amount as a percentage of award amount <input type="checkbox"/> The total cost of the project (award amount + match amount) <input type="checkbox"/> Proposed match type (cash or services) <input type="checkbox"/> Applicant's DUNS number 	Must contain required statements
<input type="checkbox"/> Application Narrative	See page 7
<input type="checkbox"/> Attachments	
<input type="checkbox"/> Attachment A – Project Budget	Categorize award funds and matching funds
<input type="checkbox"/> Attachment B – Budget Narrative	Detail costs shown in Attachment A
<input type="checkbox"/> Attachment C – Assurance of Compliance	Sign and date
<input type="checkbox"/> Attachment D – Certifications	Sign and date
<input type="checkbox"/> Attachment E – Grant Applicant Information	Applicant's information
<input type="checkbox"/> Attachment F – Beason-Hammon Certificate of Compliance	Sign, date, and notarize (if applicable)
<input type="checkbox"/> Attachment F – E-Verify Memorandum of Understanding	Copy (if applicable)
<input type="checkbox"/> Attachment G – State of Alabama Disclosure Statement	Sign, date, and notarize
<input type="checkbox"/> Attachment H – Disclosure of Lobbying Activities	Sign and date (if applicable)
<input type="checkbox"/> Attachment I – Preliminary Risk Assessment	Must contain required information

FINAL NOTES:

- ✓ Your submitted application must consist of one (1) original and two (2) copies of all documents.
- ✓ All applications must be received no later than **5:00 p.m., August 29, 2017.**
- ✓ All information should be for the eligible party requesting to receive the award, not for a third party assisting with the application process.